

## QAR Team Meeting April 25, 2011

Next Meeting –May 2, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Adam	Bracero	TD	
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

### Action Items for Next Meeting

1				
2				
3				

#### Updates:

**Assurance Council:** N/A

**ES&H:** N/A

**WDRS:** N/A

**BSS:** N/A

**Assessments:** Records Management: CD had closing meeting. Planning for BSS starting. Draft PPD report will be out today. TD final report out Friday.

**Graded Approach:** N/A

**Process Improvement:** N/A

**Agenda for today:** Elements of an M&TE program

#### NOTES:

Program of an M&TE system is attached. After discussion it was requested that a checklist of things to be considered for M&TE assessments be created. QARs decided to go back to their managers & further determine specific requirements/needs for their D/S/C.

This week's agenda was not completed. It will be continued next week.

Tom Gehrke

Meeting adjourned – duration 50 min

**High Level Measurement and Test  
Equipment (M&TE) Program Elements**

**Core Principle of M&TE Programs:**

Understand what the instrument is used for in order to understand what performance is expected of it and how to ensure that performance.

**Key Program Elements:**

- A system to determine calibration needs for M&TE
  - Determine and identify M&TE that requires calibration
  - Determine calibration intervals for identified M&TE
  - System ensures M&TE is accurate, repeatable, located, and calibrated to standards traceable to NIST or equivalent
- Documented calibration procedures
- Records for all items in the calibration system
- Evaluation of adverse impact of using out of calibration M&TE

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### Control of Measuring and Test Equipment – Requirements

The following requirements, found in the specified documents, will be used to generate the M&TE assessment checklist.

#### DOE O 414.1C:

- Calibrate and maintain equipment used for process monitoring or data collection. (section 4.b.5.d)
- Calibrate and maintain equipment used for inspections and tests. (section 4.b.8.b)

#### IQA:

##### Chapter 5:

- It is the responsibility of each division/section/center to identify, monitor and maintain key process equipment that requires calibration or verification. Results are maintained.

##### Chapter 8:

- The measuring and test equipment (M&TE) used for inspection and acceptance tests are identified, calibrated, maintained, and controlled commensurate with their intended use.
- Procedures are established by divisions/sections/centers for testing, retesting, adjusting, and recalibrating M&TE.
- Equipment is checked to ensure it is the proper type, range, accuracy, and precision and is uniquely identified and traceable to its calibration records.
- Calibration standards are traceable to the National Institute of Standards and Technology or equivalent. Where no recognized standard exists, the basis for calibration is defined and documented.
- When M&TE or standards are found to be out of tolerance, appropriate evaluations are performed to assess any adverse impact on previous inspection, testing, data collected or calibration using that equipment and to determine the acceptability of items previously inspected or tested and appropriate notifications made. The evaluation, including conclusions, is documented
- All M&TE equipment not operating to specifications is identified and pulled from service or locked out and are not returned to service until passing calibration requirements.
- Consideration is given to computer programs that are part of the calibration of the equipment when calibrating and/or checking the equipment for use.

#### Lines of inquiry:

##### 2.5-2:

- Does the contractor's materials control program ensure that equipment/tools used for process monitoring or data collection are calibrated, maintained, and properly secured?

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### 2.8:

- Does the contractor follow a rigid program for calibrating and maintaining equipment used for inspections and tests?
- Does planning for inspection/tests include descriptions of examination methods to be applied, including equipment and calibration requirements;
- Is the contractor's Measuring and Test Equipment (M&TE) calibrated, maintained, and controlled using a documented process?
- Is the M&TE checked before each use to ensure it is of the proper type, range, accuracy, and precision, and is uniquely identified and traceable to its calibration data?
- Do contractor personnel work to procedures that establish requirements for testing, retesting, adjusting, and recalibrating M&TE?
- Are M&TE calibrated to traceable standards such as the National Institute of Standards and Technology or other nationally recognized standards when appropriate? Is M&TE use traceable to the accepted item?

### CRADs:

- 2.5-2.5 Equipment/tools used for process monitoring or data collection are calibrated, maintained, and properly secured.
- 2.8.2 Planning for inspections/tests includes provisions for the following Descriptions of examination methods, including equipment and calibration requirements;
- 2.8.9 Measuring and test equipment (M&TE) used for inspections, tests, monitoring, and data collection is calibrated, maintained, and controlled using a documented process.
- 2.8.10 M&TE is checked before use to ensure it is of the proper type, range, accuracy, and precision and is uniquely identified and traceable to its calibration data.
- 2.8.11 Procedures are developed that establish requirements for testing, retesting, adjusting, and recalibrating M&TE.
- 2.8.12 M&TE is calibrated to standards traceable to the National Institute of Standards and Technology or other nationally recognized standards when appropriate, or if no standard exists, the basis for calibration is documented.
- 2.8.13 The M&TE used is traceable to the item for which acceptance is established.